



The City of Sedona invites your interest in the position of

City Attorney

Closing Date: June 12, 2020

THE POSITION

The City Attorney performs legal work and serves as general counsel to the City of Sedona and as chief legal advisor to the City Council, City departments, City boards, committees, and commissions. The position directs all civil and criminal legal work and reviews and considers all municipal activities. The next City Attorney should have extensive knowledge of Arizona law, the ability to effectively supervise departmental staff, and the understanding of general municipal, state, and federal laws.

The City Attorney must have solid ethics and integrity, excellent communication skills, and sound managerial experience. Additionally he or she will have excellent interpersonal, public relations, and customer service skills, and have the ability to build and maintain positive working relationships with elected officials, City staff, and the general public. In addition, the City Attorney must have the ability to prepare and deliver effective and clear presentations.

The City Attorney's office serves the City and the citizens in both civil matters and criminal prosecution. In regards to Civil, the City Attorney's Office is the attorney and advisor to the Mayor, City Council, City Manager, staff, boards, committees, and commissions.

The City Attorney's office works to protect and minimize the City's liability through management of claims and litigation activities. The office also prosecutes all misdemeanor crimes committed within the City limits and filed in the Sedona Magistrate Court.

The City Attorney is responsible for review and approval of all contracts, agreements, ordinances and other legally binding documents to be entered into by the City.

The appointment will be based on best fit, competency, education, training, and experience. Applicants must possess a Juris Doctorate degree from an accredited institution and current membership in the State Bar of Arizona.

Applicants must have a minimum of five years experience in the area of public practice, preferably in the area of municipal law and land-use law or the equivalent thereto.

For criminal experience, applicants should have familiarity with general principles of criminal law and prosecution.





THE ORGANIZATION

The City of Sedona is a general law city, which operates under the Council-Manager form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, and overseeing administration of the City. The City Attorney is appointed by and reports to the City Council.

Sedona currently has a staff of 140 regular employees; City departments include the City Manager, City Attorney, City Clerk, Community Development, Economic Development, Public Works, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, and Wastewater.

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Citizens are active and engaged in Sedona's civic life.

The City has no property tax and relies on sales tax and lodging tax revenues to support its operations.

THE COMMUNITY

Sedona is approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties and serves as a premier international tourist center.

Sedona was named after Sedona Miller Schnebly (1877–1950), who was celebrated for her hospitality and industriousness. Sedona's main attraction is its array of red sandstone formations. Originally founded in 1902, the City was incorporated in 1988 and is one of the premier tourism, recreation, retirement, art centers, with nearby viticulture .

Located in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons and plenty of sunshine and clean air. The year round population of Sedona is approximately 11,000 residents, while the seasonal/visitor population often doubles that number on a regular basis. The City is almost 19 square miles in size, with 51% being owned by private landowners and the rest belonging to the Coconino National Forest.

Sedona has something for everyone: world class resorts to small family-run motels, multitudes of spectacular hiking trails, fine restaurants, excellent schools, film festivals, concerts, outstanding shops and diverse art galleries. Sedona is noted for being named one of the top ten safest Arizona cities in 2019.

COMPENSATION and BENEFITS

The current salary range for the City Attorney position is \$125,000 - \$150,000 annually (negotiable at a higher range for the right candidate). Salary placement for the top candidate will depend on experience.

The City of Sedona offers a competitive benefit package that includes:

- Arizona State Retirement System
- 100% City-paid health, dental and vision coverage for employee and dependents
- City provided \$50,000 group term life insurance
- Short-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual rates
- Paid holidays
- Deferred compensation - Optional IRS 457 plans
- Wellness programs
- Relocation assistance
- Four-day work weeks



HOW to APPLY

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of at least six work-related references (who will not be contacted without prior notice) electronically as one file to HumanResources@SedonaAZ.gov.

Closing date: June 12, 2020

Resume review: June 23, 2020

In-person interviews expected: Late July 2020

Expected start date: September—October 2020

This recruitment is open until filled.

Tel: 928-203-5189 • **Fax:** 928-282-1394

E-mail: HumanResources@SedonaAZ.gov

Website: www.SedonaAZ.gov

